


**ALTAVISTA TOWN COUNCIL REGULAR MEETING
AUGUST 9, 2011 – 7:00 P.M. – TOWN COUNCIL CHAMBERS**

TO: Mayor Burgess and Members of Town Council

FROM: J. Waverly Coggsdale, III, Town Manager 

DATE: August 5, 2011

RE: Town Council Meeting – August 9, 2011

Finance Committee meets at 6:45 p.m.

REGULAR TOWN COUNCIL MEETING @ 7:00 p.m.

❖ **AGENDA**

The agenda for the August Regular Council Meeting is found at **Tab #1**. Council should approve the agenda before conducting the regular monthly business.

❖ **MINUTES**

The minutes for the July 12th Council Meeting can be found at **Tab #2**.

❖ **INVOICES**

The check register showing invoices paid during July 2011 can be found at **Tab #3**.

❖ **FINANCIAL STATEMENTS**

The financial statements showing year-to-date revenues and expenditures are found at **Tab #4**.

❖ **PUBLIC COMMENT PERIOD** (*Estimated Time: 15 minutes*)

❖ **SPECIAL PRESENTATION** (**Tab #5**) (*Estimated Time: 5 minutes, if needed*)

❖ **COMMITTEE/COMMISSION/BOARD REPORTS (Tab #6)** *(Estimated Time: 15 minutes)*

Committee Reports can be found at **Tab #6**, each Committee Chair may want to update Council as deemed necessary.

Other agencies/authorities or entities may appear to report their monthly/quarterly activities to Council, please see agenda for the groups that will be appearing.

❖ **UNFINISHED BUSINESS (Tab #7)** *(Estimated Time: 10 minutes)*

- Drought Ordinance/Regional Water Supply Plan – Consideration of a draft ordinance regarding Drought Ordinance that would regulate water during prescribed events. This is part of the requirement for the Regional Water Supply Plan that Council will be considering for adoption.
- Council Retreat Update: Staff will be requesting Council to select a date for the Council Retreat.

❖ **NEW BUSINESS (Estimated Time: 15 minutes) (Tab #8)**

- Derelict Structure – Lynch Road – Staff will be requesting Council to consider declaring a structure on Lynch Road as being “derelict” in accordance with the Town Code.
- Uncle Billy’s Day Expenses: Staff will provide an update on the Town incurred expenses associated with the 2011 Uncle Billy’s Day festival.
- Budget Amendments: Council will consider Budget Amendments to the FY2013 Budget which consist primarily of “carry over” funds from FY2012.

❖ **TOWN MANAGER’S REPORT (Estimated Time: 10 minutes)**

- Project Updates: An update of on-going projects is included at **Tab #9**.
- Reports (Tab #10) 1) Departmental Reports; and 2) Other

❖ **ITEMS FOR INFORMATION (Tab # 11)**

Correspondence sent and received and articles gleaned from newspapers and magazines can be found at this tab.

- Letter to VDOT – Enhancement Funding
- VDH “Lead and Copper” Letter
- Sewer Overflow Memo
- DHCD Close Out “Letter of Conditions”

❖ **MATTERS FROM TOWN COUNCIL (Estimated Time: 10 minutes)**

❖ **CLOSED SESSION**

- Appointment - BZA
- Economic Development Project discussion



MEETING AGENDA
Town of Altavista Council Chambers
J.R. "Rudy" Burgess Town Hall
August 9, 2011

ALL CELLPHONES AND ELECTRONIC DEVICES ARE TO BE SILENCED OR TURNED OFF IN COUNCIL CHAMBERS.

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6:45 P.M. Finance Committee

Regular Council Meeting (7:00 p.m.)

- 1) Call to Order
- 2) Invocation Memo
- 3) Approval of Minutes (Tab 2) Minutes
- 4) Review of Invoices (Tab 3) Check Register July
- 5) Financial Statements (Tab 4)
Revenue Report July Expenditure Report July
- 6) **Public Comment Period: Notes on the Comment Period** – Each speaker is asked to limit comments to 3 minutes and the total period for all speakers will be 15 minutes or less. Council is very interested in hearing your concerns; however speakers should not expect Council action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Thank you for all consideration of the Town Council, staff and other speakers. *(Estimated Time: 15 minutes)*
- 7) **SPECIAL ITEMS OR RECOGNITIONS** (Tab 5) (5 minutes, if needed)
- 8) **STANDING COMMITTEE/COMMISSION/BOARD REPORTS** (Tab 6) *(Estimated Time: 15 minutes)*
 - a) Council Committees
 - i) Public Works Committee (Ferguson)
 - ii) Police Committee (Mattox)
 - iii) Utility Committee (Dalton)
 - iv) Finance Committee (Coleman)

Standing Committee/Commission/Board Reports (Continued)

- b) Others
 - i) Altavista Economic Development Authority (Mark Younkin)
- 9) **UNFINISHED BUSINESS** (Tab 7) (Estimated Time: 10 minutes)
 - a) Drought Ordinance / Regional Water Supply Plan
 - b) Council Retreat Update
- 10) **NEW BUSINESS** (Tab 8) (Estimated Time: 15 minutes)
 - a) Derelict Property – Lynch Road
 - b) UBD Town Expenditure Report
 - c) Budget Amendments
- 11) Town Manager's Report (Estimated Time: 10 minutes)
 - a) Project Updates (Tab 9)
 - b) Reports (Tab 10)
 - i) Departmental
 - ii) Others
 - c) Other Items as Necessary
 - d) Informational Items (Tab 11)
- 12) Matters from Town Council Members (Estimated Time: 10 minutes)
- 13) Closed Session

§ 2.2-3711 (A) (1) – “Discussion and/or consideration of prospective appointments to Board of Zoning Appeals.”

2.2-3711 (A) (5) – “Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community”

Notice of intent to comply with Americans With Disabilities Act Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, Va. 24517 or by calling (434) 369-5001.

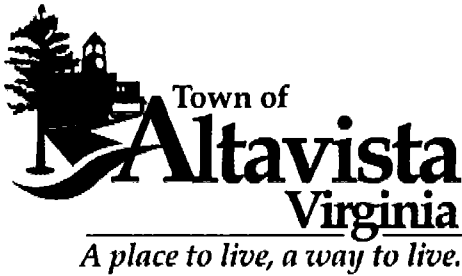
Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.

Town Council Agenda

The agenda items listed below may be viewed at Town Hall during normal business hours:

- 3) Minutes
- 4) Check Register (July)
- 5) Financial Reports (July)
 - * Revenue Report
 - * Expenditure Report

All other items are listed below.



Town of Altavista, Virginia
Town Council Package

PUBLIC WORKS COMMITTEE REPORT



The Public Works Committee met on Wednesday, August 3, 2011 to discuss items on their agenda, an update follows:

- A: Bedford Avenue Park: The Committee continued its discussion on the park improvement program that has been on-going for several years. At this point, the Bedford Avenue Park is the only community park that has not been improved. The Town previously improved Avondale Park and 15th Street/School Street Park. Staff has further reviewed the site and recommends that a two level park (basketball and tennis courts on upper level and playground on lower level) with an ADA handicap accessible ramp connecting the two levels, with handicap parking located in the alley. The Committee recommends that the project be bid and the remaining balance of the Community Improvement Fund be the maximum budget for the project. The CIF balance as of June 30, 2011 was \$141,243.36. Council would decide whether to proceed or not after receipt of bids.

MOTION: Move for the staff to proceed with the bidding of this project.

- B: Other Business: The Committee discussed several other items including library lighting, a Town Hall/Police Department façade project (old PD entrance), an AOT developed Downtown Parking study (report will be forthcoming next month), and update on Pittsylvania Avenue Intersection Project. None of these items require any action at this time.
- C: Next Meeting: Wednesday, August 24th at 8:00 a.m.

Members present: Ferguson, Higginbotham and Edwards

PUBLIC WORKS COMMITTEE NOTES

August 3, 2011

8:15 a.m.

Town Hall

Members Present: Bill Ferguson, Jay Higginbotham and Charles Edwards

Staff: Waverly Coggsdale and John Tomlin

Visitors: None

Meeting called to order.

NEW BUSINESS

Library Lighting: Staff updated the committee on a study of the lighting at the library that compared the pre roof project to post project lighting. While there was a decrease, all areas with the possible exception of the center area have lighting above the industry recommended lighting for libraries. The committee felt that if the library system felt that additional lighting was needed then it should be provided by the system, not the town. It was also discussed to look at all costs associated with the library that the town currently bears and see how that compares to the library system as a whole. It was also mentioned that the lights are left on in the library during the night. Staff will correspond with the library staff on these issues and report back to the committee on the town costs.

Town Hall/Police Department Façade: Staff updated the committee on its review of the former entrance to Town Hall on the Police Department end of the complex. The entrance is in very bad shape and staff proposed that we could possibly do away with this entrance, due to the fact that it is not utilized, and install a window to blend it with the rest of the building. The sidewalk up to the entrance would also be removed. The cost estimate for the project is \$5,000 with the Town forces doing the project. The other option discussed was just replacing what is there and remove the sidewalk. The staff will bring back additional information for discussion at next month's committee meeting.

Downtown Parking Study: Staff distributed a Downtown Parking Study that was prepared by Altavista On Track for the town's use. The committee will review the study and discuss at next month's committee meeting.

UNFINISHED BUSINESS

Bedford Avenue Park: Staff updated the committee on the on-going park improvement process. The Bedford Avenue Park is the only "community" park

that has not been upgraded during the process. The committee discussed some design issues and decided to recommend that the project be put out to bid and see if the current balance in the Community Improvement Fund would be sufficient to cover the project.

Pittsylvania Avenue Intersection project: Staff updated the committee on the ongoing process of making this a “locally administered” project. With this being a VDOT Urban project, the town would contribute a 2% allocation which is estimated at approximately \$10,000. Staff will be meeting with VDOT in the coming weeks to coordinate issues related to this project.

PROJECT UPDATES

Staff indicated that the Downtown Infrastructure and Streetscape project is moving along ahead of schedule.

It was also reported that the two projects that were carried over from last year (Amherst Avenue and Broad Street) will be going out to bid in the next week. These projects include sidewalk, curb and storm water improvements and will be funded by Highway Funds.

Staff reminded the Committee that their next meeting would be on Wednesday, August 24th. It was requested that the meetings begin at 8:00 a.m. in the future.

The meeting was adjourned at 9:30 a.m.



Town of Altavista, Virginia
Town Council Package

FINANCE COMMITTEE REPORT



The Finance Committee met on Thursday, July 28, 2011 to discuss items that had been placed on their agenda. The following items are submitted for Council's consideration:

I: Davenport Proposal (Referred back to committee by Town Council)

Following the discussion at last month's Council meeting, the issue of retaining Davenport & Company for "financial advisor services" was referred back to the Finance Committee. The committee met and discussed the issues raised at last Council meeting, primarily procurement, cost and need.

Staff has checked on the procurement issue and the Town Attorney has reviewed the Virginia Resources Authority RFP and contract. It is the opinion that as long as the town's proposal and contract reference the VRA's "Cooperative Procurement" provision this is legitimate procurement process.

In regard to need, staff contacted several localities that were not listed by Davenport as clients and the individuals indicated that they did not utilize financial advisor services from any consultant, although some expressed interest. Staff also contacted several "references" listed by Davenport and found they were very highly regarded in the service they performed for the communities.

In regard to cost, one community stated that they have contracted for very similar services with a not to exceed cost of \$50,000.

The committee discussed the Davenport proposal and decided that at this time they would like to only deal with the "long range plan" rather than including the Fire Company issue. The committee was also very interested in the idea mentioned at the last Council meeting regarding paying off the BGF reimbursement agreement.

Accordingly, the committee would like to recommend that the Council contract with Davenport & Company for "financial advisory services" in the not to exceed amount of \$20,000 (Administration \$10,000, Water \$5,000 and Wastewater \$5,000) and authorize the Town Manager to pay off the BGF reimbursement agreement.

POSSIBLE MOTION/ACTION:

"I move that the Town of Altavista contract with Davenport & Company, in the not to exceed amount of \$20,000 and the Town Manager be authorized to pay off the BGF loan."

- II: Fire Company Loan: The Finance Committee, at the Fire Company's request, has considered the viability of paying off the existing Fire Company debt on their building. At this time the committee would seek input from Council in regard to their position to the Town paying off the Fire Company's loan. If the majority feels this is a good idea, staff will develop a recommendation for the committee and ultimately Council's consideration. A consensus of Council will suffice.

August 3, 2011

Mr. J. Waverly Coggsdale
Town Manager
Town of Altavista, Virginia
510 Seventh Street
Altavista, VA 24517

Dear Waverly;

Kyle Laux and I thank you and Tobie for meeting with us for several hours recently to discuss in depth the Town's Capital Improvement Programs ("CIP") for both the General Fund and Utility Enterprise Fund; historical cash-flow trends for both of the funds; the 2012 Budget for each; and, the disposition of the Volunteer Fire Department Note with First National Bank. It is clear that you have many "moving pieces" at the Town and we are excited to have the opportunity to continue our work with you.

We also appreciate your concern as it relates to the potential cost(s) of Davenport serving in a Financial Advisory role. As such, in an effort to ensure that all parties are clear on the work product(s) and associated compensation, below please find an outline of our recommended services to be provided and proposed compensation. Procurement of our services as Financial Advisor would be covered by virtue of Code of Virginia 2.2-4304, Cooperative Procurement, and Davenport's role as Financial Advisor to the Virginia Resources Authority ("VRA"). VRA's procurement of Davenport as Financial Advisory was conducted in accordance with the Cooperative Procurement section of the Virginia Code and as such, the Town will not need to go through a separate procurement process for the same type of services. Documentation regarding this arrangement was previously forwarded to you. We would be happy to answer any further questions as it relates to this matter.

1. Disposition of the Volunteer Fire Department Note (the "Note")

As a follow-up to our written memorandum dated March 22, 2011, we thank you for providing us with the details of the Note earlier this week. Based upon the valuable feedback of the Finance Committee, information gleaned from the Note itself, plus our conversations/meetings, we would propose a flat fee of \$2,500 for the initial memorandum and to provide an additional written recommendation/complete analysis including next steps. (Note: this \$2,500 includes the March 22nd memorandum that was already prepared but not billed.) In the event that the Town decides to move forward with the recommendation to be detailed in our follow-up memorandum, we propose an additional \$7,500 (for a total of \$10,000) to successfully execute on our recommended strategy.

2. Development of a Multi-Year Plan of Finance for the Town's General Fund and Utility Enterprise Fund

Again, we thank you for the valuable insights provided during our recent follow-up meeting. Given these insights, it is clear that the Town is on a course to essentially deplete nearly all of its Utility Enterprise Reserves by/about fiscal year 2016 absent a revised strategy. Thus, the question on some, if not all, Town Council's minds of: "How can we increase interest earnings on our fund balance?" is premature. Until the Town develops a multi-year cash-flow plan that provides sustainable cash-flows for the Utility Enterprise Fund, the risk of having to sell investments prior to their maturity, and thus incur potential losses, could become a real issue. Davenport would provide the following written deliverables:

2A. General Fund, Fund Balance, Debt Related

- A multi-year historical Trend Analysis of the Town's cash-flow and fund balances to determine the Town's historic fiscal strength and vulnerabilities;
- A Peer Review of other similar Virginia Towns to include selected key financial data such as debt ratios and fund balance levels, amongst others;
- A series of enhanced and/or new Financial Policy Guidelines related to both the General Fund and Utility Enterprise Funds to include recommendations on minimum reserve levels;
- An analysis of the potential costs/benefits of using Fund Balance to pay down outstanding debt;
- A Review of the Town's outstanding indebtedness for potential refunding (i.e. debt service savings) and/or restructuring (i.e. cash flow) opportunities;
- A Debt Affordability Analysis (i.e. cash flow implications of the proposed capital project financings);
- A Debt Capacity Analysis of the Town to determine/provide the Town Council with a range and upper limits of the level of debt which the Town could prudently undertake; and,
- Preparation of an initial **Plan of Finance** for meeting the identified capital requirements, as determined by the Town Staff and Town Council, including recommendations on use of debt vs. equity.

2B. – Utility Enterprise Fund Specific

In addition to the above outlined deliverables for the General Fund, the following written deliverables would also be provided:

- Development of a Pro-Forma Budget Model that includes both operational and capital components. This model will be based upon a multi-year trend analysis so that the Town's Enterprise Fund can be evaluated with a historic perspective of the year-to-year changes in operational costs, operational revenues, etc;
- Evaluate future rate adjustments based upon the need to fully fund the various capital projects identified over the next 5-10 years as well as projected operational costs;
- Provide a Peer Comparison of utility fees and charges; and,

- Prepare an initial Plan of Finance for meeting the identified capital requests, as determined by Town Staff and Town Council including recommendations on use of debt versus equity and other potential funding sources.

2C. Advice Regarding Investment of Town Funds

In concert with our work related to 2A and 2B, Davenport would also compile the background information required to develop initial investment strategies for town funds. Included in this work would be a review of the Town's existing investment portfolio, development of a series of investment Policies and Procedures in order to safeguard the Town's resources, review of the Town's cash-flow timing, and recommendations related to suitable investments, including opportunities to improve the portfolio's performance. Davenport's strategy with regard to our governmental investment management clients is not to invest the monies ourselves. Rather, we would develop a plan/program for the Town, and the actual purchase of securities would be done via a competitive bidding process. Compensation for ongoing assistance with Investment Management, if desired, can be discussed after preparation of the initial deliverables.

Our proposal is that, for a not-to-exceed \$20,000 in compensation, we would provide for all 2A, 2B and 2C of the written deliverables outlined above at the August Finance Committee meeting:

Why is it important to develop a multi-year plan for the Town versus looking at the Town's finances one year at a time?

Answer: Our proposed scope of services will provide both a short-term series of recommendations, including investment of funds, and long-term recommendations on how to maintain the Town's currently strong financial position. Were the Town not to take a multi-year view and instead focus simply on a year-to-year outlook it could be setting itself up for particularly difficult decisions in subsequent fiscal years.

This is perhaps best illustrated by the Utility Enterprise Fund. The projected Utility Enterprise Fund short-fall of nearly \$1.2 million in fiscal year 2012 is significant in terms of dollars and the majority of the projected short-fall appears to be capital related. If this short-fall came to fruition the Town appears to have other adequate reserves (all else being equal) to maintain its financial footing for in a future year but the margin for error would be significantly reduced. If another year passed with a similar result, the impact would begin to compound and threaten the financial stability of the Town. This trend could quickly reverse the Town's currently strong financial standing and result in the need for severe rate increases in order to stabilize the Town's financial standing. Instead, the Town would be wise to take a longer-term, multi-year approach and considering reducing/eliminating the projected short-fall and by spreading the cost of capital projects over a multi-year period.

3. Execution of Utility and General Fund Plan of Finance

Following our presentation(s) to the Finance Committee and full Town Council, the Town will have the ability to move forward with Davenport and execute any recommended plans if you so desire. That said, the Town is not required to do so. We would propose that our fee at that time be commensurate with our historic fee(s) for a transaction(s) which is roughly \$15,000 to \$20,000 depending upon the complexity and time involved. Again, this would only be incurred with a follow-up agreement/approval of the Town and a more in depth Scope of Services.

All our best,



David P. Rose
Senior Vice President
Manager of Public Finance

Cc: Tobie Shelton, Town Treasurer, Town of Altavista, Virginia
Kyle Laux, Vice President, Davenport & Company LLC

Excerpts from the TOWN COUNCIL MEETING MINUTES – February 14, 2006

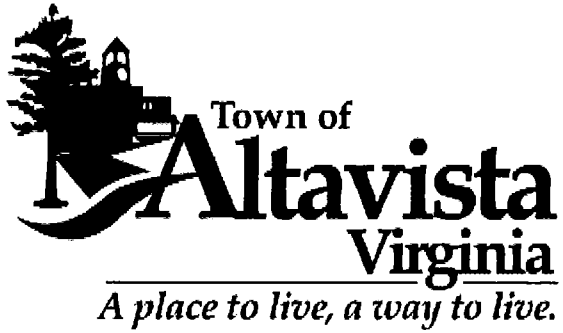
Mr. Eubanks stated after reviewing the Storm Water Renovation Project with BGF, the Finance Committee is recommending the Town enter into an agreement with BGF for construction and dedication of improvements of the Town's storm water running through BGF's property. The storm water lines are a major concern due to the eroding connections causing sinkholes. Mr. Eubanks advised the Finance Committee's recommendation is Plan B or obligating the Town to \$396,000 over a seven year time period.

A motion was made by Mr. Eubanks, seconded by Mrs. Webb, to enter into an agreement with BGF for construction and dedication of improvements with a reimbursement of \$396,000 over a seven-year period.

Motion carried:

VOTE:

Mr. Ronald Coleman	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Eubanks	Yes
Mr. Michael Mattox	Yes
Mrs. Rayetta Webb	Yes



Town of Altavista, Virginia
Town Council Package

UTILITY COMMITTEE REPORT

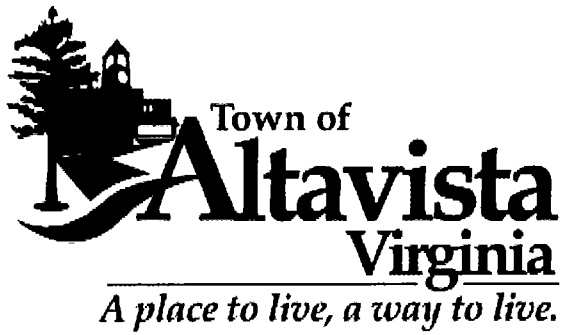


The Utility Committee anticipates meeting on Monday, August 8, 2011 to consider the items listed below. The committee will provide a report at the Town Council meeting, as is deemed necessary.

I: CCUSA request for water line extension along Windsong Drive

II: CCUSA request for Town to receive water

Members present:
Members absent:



Town of Altavista, Virginia
Town Council Package

POLICE COMMITTEE REPORT



The Police Committee will meet on Tuesday, August 9, 2011 at 5:00 p.m.; any issues that may need Council consideration will be brought forth.

Members present:
Members absent:

Town Council Agenda Form

Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

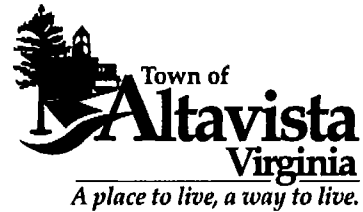
Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Drought Ordinance

Presenter(s): Town Manager

Meeting Date: August 9, 2011



Packet: Tab 7

RE: Agenda Item: 9a

SUBJECT HIGHLIGHTS:

In June, Mike Lawless (Draper Aden Associates) made a presentation to the Town Council regarding the Regional Water Supply Plan. One component that needs to be addressed prior to adoption of the Water Supply Plan is the consideration/adoption of a Drought ordinance.

I have attached a copy of the Drought ordinance that has been supplied by Town Attorney, John Eller. This ordinance is based on the model provided.

I would ask that Council conduct a "First Reading" on the document tonight, direct staff to make any necessary changes, and set a public hearing on the document for Tuesday, September 13, 2011 at 7:00 p.m. In addition to the ordinance public hearing I would also request that a public hearing be set on the Regional Water Supply Plan for the same evening.

Attachment: Drought ordinance – proposed (below)

Action(s) requested or suggested motion(s):

Consideration of the proposed Drought ordinance.

Possible Action and/or Motion

- 1) Set September 13th as public hearing date for both the "Drought Ordinance" and the Regional Water Supply Plan.

"I move that the Altavista Town Council set September 13th as the date for public hearings on both the "Drought Ordinance" and the "Regional Water Supply Plan".

An Ordinance to add a new Chapter 83, consisting of Sections 83-1 through 83-13 to the Code of the Town of Altavista, 1968, relating to water conservation.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Chapter 83, consisting of Sections 83-1 through 83-13 be added to the Code of the Town of Altavista, 1968, as follows:

CHAPTER 83 – TOWN OF ALTAVISTA DROUGHT ORDINANCE

Sec. 83-1. Authority to declare water emergencies.

During the continued existence of climatic, hydrological and other extraordinary conditions the protection of the health, safety and welfare of the residents of the Town of Altavista may require that certain uses of water, not essential to public health, safety and welfare, be reduced, restricted or curtailed. As the shortage of raw or potable water becomes increasingly more critical, conservation measures to reduce consumption or curtail nonessential water use may be necessary.

The Town Manager is authorized to declare a water emergency in the Town restricting the use of water in any area of the Town. All water stages are built upon and require compliance with previous water stages. For example when a drought emergency is declared all provisions of a drought warning are in effect. Also the Town Manager may declare any of the three stages; they do not have to be declared sequentially.

Sec. 83-2. Publication of declaration.

Upon the declaration of a water emergency, the Town Manager shall immediately post a written notice of the emergency at the front door of the town hall and shall place a notice in a newspaper of general circulation in the area in which such emergency has been declared.

Sec. 83-3. Water use considerations.

Upon the declaration of a water shortage or emergency, the Town Manager is authorized and directed to implement conservation measures by ordering the restricted use or absolute curtailment of the use of water for certain nonessential purposes for the duration of the water shortage or emergency in the manner hereinafter set out. In exercising this discretionary authority, and making the determinations set forth hereof, the Town Manager shall give the consideration to water levels, available/usable storage on hand, draw down rates and the projected supply capability; system purification and pumping capacity; daily water consumption and consumption projections of the system's customers; prevailing and forecast weather conditions; fire service requirements; pipeline conditions including breakages, stoppages and leaks; supplementary source data; estimates of minimum essential supplies to preserve public health and safety and such other data pertinent to the past, current and projected water demands.

Sec. 83-4. Limitation of restrictions.

The provisions of this article shall not apply to any governmental activity, institution, business or industry which shall be declared by the Town Manager, upon a proper showing, to be necessary for the public health, safety and welfare or the prevention of severe economic hardship or the substantial loss of employment. Any activity, institution, business or industry aggrieved by the finding of the Town Manager may appeal that decision to the Town Council.

Sec. 83-5. Water conservation measures.

Upon a determination by the Town Manager of the existence of the following conditions, the Town Manager shall take the following actions that shall apply to any person whose water supply is furnished from the public water system:

(a) Drought Watch: When moderate but limited supplies of water are available and a drought watch is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall, through appropriate means, call upon the general population to employ prudent restraint in water usage, and to conserve water voluntarily by whatever methods available.

(b) Drought Warning: When very limited supplies of water are available and a drought warning is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall order curtailment of less essential usages of water, including, but not limited to, one or more of the following:

(1) The watering of shrubbery, trees, lawns, grass, plants, or any other vegetation, except indoor plantings, greenhouse or nursery stocks and except limited watering for new lawns and watering by commercial nurseries of freshly planted plants upon planting and once a week for five (5) weeks following planting. Athletic fields are also exempt but shall only be watered to match the evaporation-transpiration rate. In all cases where the above exceptions apply, the watering is not to occur between the hours of 8:00 a.m. and 8:00 p.m. Watering with buckets that have a capacity of five (5) or fewer gallons is permitted at any time.

(2) The washing of automobiles, trucks, trailers, boats, buses, airplanes, or any other type of mobile equipment, except in facilities operating with a water recycling system. The facility shall post a notice in public view that a recycling system is in operation. Exceptions are for vector trucks, refuse trucks, septage haulers and buses. Other exceptions must be approved by the director of utilities or a designee and be demonstrated to be necessary for health and safety purposes.

(3) The washing of sidewalks, streets, driveways, parking lots, service stations aprons, office buildings, exteriors of homes or apartments, or other outdoor surfaces, unless the use is approved by the director of utilities for health and safety.

(4) The operation of any ornamental fountain or other structure making a similar use of water.

(5) The use of water from fire hydrants for any purpose other than fire suppression unless the use has been approved by the Town.

(6) Water service lines from the meter box to the home or structure

shall be maintained and have no visible leaks.

(7) Restaurants may serve water to customers only upon request.

(c) Drought Emergency: When critically limited supplies of water are available and a drought emergency is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall institute a water surcharge on each residential and commercial customer as follows:

Surcharge. The maximum allowable water use at the prevailing rate will be the average water billed in November through April of the previous year. The actual water use will be recorded for each month and the sum divided by the number of months. The result is the allowable water use in hcf. The result will be rounded down to the nearest whole hcf. This is the maximum amount of water use that will be allowed at the prevailing rate in hcf and is termed the base amount. Use of water over this amount is subject to a surcharge of twenty-five percent (25%) up to one hundred percent (100%). The surcharge is calculated by subtracting the base amount from the actual water use and the remaining hcf is multiplied by the prevailing water rate multiplied by as an example 1.25. The total water portion of the bill is the base amount times the prevailing rate, the amount in excess of the base amount at the surcharge rate plus other applicable fees. For accounts less than one year old the base amount is fixed at 11 hcf. Failure to pay the full amount of the bill, when due, can result in water service termination. A fifty dollar (\$50.00) charge will be collected prior to service reconnection.

When crucially limited supplies of water are available, the Town Manager shall restrict the use of water to purposes which are absolutely essential to life, health and safety.

IF SURCHARGE NOT DESIRED: ALTERNATIVE TO SURCHARGE PARAGRAPH:

(c) Drought Emergency: When a drought emergency is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall restrict the use of water to purposes which are absolutely essential to life, health and safety.

Sec. 83-6. Penalty and enforcement.

(a) Any person who violates any provision of this article shall be subject to the following civil penalties:

(1) For the first offense, violators shall receive a written warning delivered in person or posted by a representative of the Town.

(2) For the second offense, violators shall be fined fifty dollars (\$50.00), the fine to be imposed on the violator's next water bill. ~~or in the case of violators not on the public water system, in a written notice.~~

(3) For the third and each subsequent offense, violators shall be fined one hundred dollars (\$100.00) for each offense, the fine to be imposed on the violator's next water bill. ~~or in the case of violators not on the public water system, in a written notice.~~

(4) Each violation by a person shall be counted as a separate violation by that person, irrespective of the location at which the violation occurs.

(5) The Town Manager may suspend water service to any person

continuing to violate the provisions of this article or the regulations promulgated thereunder. If such water service is terminated, the person shall pay a reconnection fee of fifty (\$50.00) before service is restored.

(b) Persons who have been assessed a penalty shall have the right to challenge the assessment by providing a written notice to the Town Manager within ten (10) days of the date of the assessment of the penalty. The Town Manager or his designee shall determine whether the penalty was properly assessed and notify the complaining person in writing of his determination.

(c) The Town Manager or his designee may waive the penalty if he determines that the violation occurred due to no fault of the person.

Sec. 83-7. Notification of end of water emergency.

The Town Manager shall notify the Town Council when, in his opinion, the water emergency situation no longer exists. Upon concurrence of the Town Council, the water emergency shall be declared to have ended. When this declaration is made, the information shall be conveyed to the general public through the news media.

Sec. 83-8. Town of Altavista.

The Town of Altavista owns and operates a public water supply using intakes along the Staunton River and Reed Creek, as well as two springs, McMinnis Spring and Reynolds Spring. Drought conditions will be monitored by stream flow. The Roanoke (Staunton) River stream flow gauge (USGS Station No. 02060500) located near the Town of Altavista will be used to monitor stream flow responses to drought conditions. Representative daily stream flow values will be compared with historic flow statistics for the period of record. Representative daily stream flows above the 25th percentile for return flow frequency will be defined as normal conditions. A stream flow that represents the 25th percentile of return flow frequency indicates that, for the period of record, 75% of stream flows have exceeded the current flow.

Sec. 83-9. Drought Declaration and Notice.

In the event of the onset of drought conditions, the Town is given the right to declare the appropriate drought response stage in the Town in accordance with Virginia Code Sec. 15.2-923, Local water-saving ordinances. In declaring a drought, the Town will run an item in a newspaper of general circulation in the area in which such a drought response stage is declared. Public notice of water use restrictions will be published in the Altavista Journal for a period of once per week during which the restrictions are in effect.

In the event that the Governor or the Virginia Drought Coordinator declares a drought emergency in a region that includes the Town of Altavista, the mandatory conservation measures detailed in Section 83-5 will be implemented upon the drought declaration, unless the governor's restrictions are more restrictive, or unless local conditions differ.

Sec. 83-10. Drought Stages.

In the Town of Altavista, there are three drought stages that are governed by

streamflow. These drought stages include drought watch, drought warning, and drought emergency. The criteria for these stages are as follows:

Table 1: Town of Altavista – Drought Stages for Staunton River

Drought Stage	Criteria
Watch	Representative daily stream flows between the 10 th and 25 th percentile for return flow frequencies
Warning	Representative daily stream flows between the 5 th and 10 th percentile for return flow frequencies
Emergency	Representative daily stream flows below the 5 th percentile for return flow frequencies

Sec. 83-11. Drought Watch.

The drought watch stage is intended to increase public awareness of climatic conditions that are likely to precede the occurrence of a significant drought event. When moderate but limited supplies of water are available, the Town Manager will, through appropriate means, call upon the general population to employ prudent restraint in water usage, and to conserve water voluntarily by whatever methods available.

Sec. 83-12. Drought Warning.

When very limited supplies of water are available and a drought warning is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall order curtailment of less essential usages of water, including, but not limited to, one or more of the following:

(a) The watering of shrubbery, trees, lawns, grass, plants, or any other vegetation, except indoor plantings, greenhouse or nursery stocks and except limited watering for new lawns and watering by commercial nurseries of freshly planted plants upon planting and once a week for five (5) weeks following planting. Athletic fields are also exempt but shall only be watered to match the evaporation-transpiration rate. In all cases where the above exceptions apply, the watering is not to occur between the hours of 8:00 a.m. and 8:00 p.m. Watering with buckets that have a capacity of five (5) or fewer gallons is permitted at any time.

(b) The washing of automobiles, trucks, trailers, boats, buses, airplanes, or any other type of mobile equipment, except in facilities operating with a water recycling system. The facility shall post a notice in public view that a recycling system is in operation. Exceptions are for vactor trucks, refuse trucks, septage haulers and buses. Other exceptions must be approved by the director of utilities or a designee and be demonstrated to be necessary for health and safety purposes.

(c) The washing of sidewalks, streets, driveways, parking lots, service

stations aprons, office buildings, exteriors of homes or apartments, or other outdoor surfaces, unless the use is approved by the director of utilities for health and safety.

(d) The operation of any ornamental fountain or other structure making a similar use of water.

(e) The use of water from fire hydrants for any purpose other than fire suppression unless the use has been approved by the Town.

(f) Water service lines from the meter box to the home or structure shall be maintained and have no visible leaks.

(g) Restaurants may serve water to customers only upon request.

Sec. 83-13. Drought Emergency.

When a drought emergency is declared in accordance with the Drought Response and Contingency Plan, the Town Manager shall restrict the use of water to purposes which are absolutely essential to life, health and safety.

2. This Ordinance shall become effective on _____.

Town Council Agenda Form

Agenda Placement: **Unfinished Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Council Retreat Update

Presenter(s): Town Manager

Meeting Date: August 9, 2011



Packet: Tab 7

RE: Agenda Item: 9b

SUBJECT HIGHLIGHTS:

I have been working with Tyler St. Clair in regard to facilitating the Council Retreat that we have planned for this year. We have attempted to narrow down the dates for your consideration, the options are listed below:

September 15th & 16th (Thurs. 4:00 – 9:00 p.m.) (Friday 8:30 a.m. – 5:00 p.m.)

October 14th & 15th (Friday 4:00 p.m. – 9:00 p.m.) (Saturday 8:30 a.m. – 5:00 p.m.)

October 27th & 28th (Thursday 4:00 p.m. – 9:00 p.m.) (Friday 8:30 a.m. – 5:00 p.m.)

The day and half concept allows for Council to come together as a group and discuss the issues and concerns that face the Town. The process will assist with getting a good sense of the direction we want to travel, state clear priorities and learn more about how we are functioning as a team (Council/Staff). This process will greatly assist with FY2013 Budget preparation and staff work plans.

Action(s) requested or suggested motion(s):

Select the dates for the Council Retreat.

Possible Action and/or Motion

None at this time.

Town Council Agenda Form

Agenda Placement: **New Business**

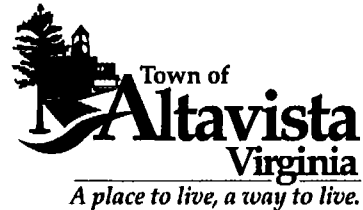
(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

Other Action to be Taken: **N/A**

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: **Nuisance Property – Lynch Road**

Presenter(s): Assistant Town Manager Meeting Date: August 9, 2011



Packet: Tab 8

RE: Agenda Item: 10a

SUBJECT HIGHLIGHTS:

Attached please find correspondence from Dan Witt, Assistant Town Manager, in regard to a nuisance property located at 1286 Lynch Road.

If the Town Council declares this a derelict structure, staff will correspond with the owner requesting a plan for the structure, as outlined in the Town Code.

Attachment: Council Report with attachments

Action(s) requested or suggested motion(s):

Council declare this structure a “derelict structure” which will authorize the staff to send a notice to the owner.

Possible Action and/or Motion

“I move that the property at 1286 Lynch Road be declared a derelict structure in accordance with Section 21-2 of the Town of Altavista Code”.

Council Report

August 9, 2011

Regarding Property: 1286 Lynch Road

Parcel ID Number: 83-A-15

Owner: Ruth Rice
1279 Lynch Road
Altavista, VA 24517

Submitted by: Dan Witt

Overview:

This home has been vacant at least since 2003 when staff began working for the Town. For the most part the front part of the yard is mowed and without a notice sent by staff. However, vines and other growth have been taking over the house and as a result meets the criteria as a derelict structure. I have included photos of the property taken on July 28, 2011.

Request:

Staff requests that Town Council declare this structure a 'derelict structure' which will authorize staff to send notice to the owner.

Under Section 21-2 B the owner will be given 90 days to submit a plan to staff to demolish or renovate the structure to address that endanger the public's health, safety or welfare.

Sec. 21-2. Derelict building; procedure; real estate tax abatement.

A. The owners of property in the Town shall at such time or times as the Town Council or its agent, hereinafter "Town", may prescribe submit a plan to demolish or renovate any building that has been declared a "derelict building." For purposes of this section, "derelict building" shall mean a residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public's health, safety, or welfare and for a continuous period in excess of six months, it has been (i) vacant, (ii) boarded up in accordance with the building code, and (iii) not lawfully connected to electric service from a utility service provider or not lawfully connected to any required water or sewer service from a utility service provider.

B. If a building qualifies as a derelict building pursuant to this ordinance, the Town shall notify the owner of the derelict building that the owner is required to submit to the Town a plan, within 90 days, to demolish or renovate the building to address the items that endanger the public's health, safety, or welfare as listed in a written notification provided by the Town. Such plan may be on a form developed by the Town and shall include a proposed time within which the plan will be commenced and completed. The plan may include one or more adjacent properties of the owner, whether or not all of such properties may have been declared derelict buildings. The plan shall be subject to approval by the Town. The Town shall deliver the written notice to the address listed on the real estate tax assessment records of the Town. Written notice sent by first-class mail, with the Town obtaining a U.S. Postal Service Certificate of Mailing shall constitute delivery pursuant to this section.

C. If the Town delivers written notice and the owner of the derelict building has not submitted a plan to the Town within 90 days as provided in subdivision B, the Town may exercise such remedies as provided in this section or as otherwise provided by law.

D. The owner of a building may apply to the Town and request that such building be declared a derelict building for purposes of this section.

E. The Town, upon receipt of the plan to demolish or renovate the building, at the owner's request, shall meet with the owner submitting the plan and provide information to the owner on the land use and permitting requirements for demolition or renovation.

F. If the property owner's plan is to demolish the derelict building, and if the owner has completed the demolition within 90 days of the date of the building permit issuance, any building and demolition permit fees shall be reimbursed to the owner by the Town. This section shall not supersede any ordinance adopted pursuant to Virginia Code § 15.2-2306 relative to historic districts.

G. If the property owner's plan is to renovate the derelict building, and no rezoning is required for the owner's intended use of the property, the site plan or subdivision fee and/or building permit fee may be reimbursed to the owner by the Town, all or in part.

H. Prior to commencement of a plan to demolish or renovate the derelict building, at the request of the property owner, the value of the property in its current derelict condition shall be determined. On the building permit application, the owner shall declare the costs of demolition, or the costs of materials and labor to complete the renovation. At the request of the property owner, after demolition or renovation of the derelict building, the value of the property shall be adjusted to reflect the fair market value of the demolition costs or the fair market value of the renovation improvements, and such value shall be shown in the real estate tax assessment records. The Town real estate tax on an amount equal to the costs of demolition or an amount equal to the increase in the fair market value of the renovations shall be abated for a period of 15 years, and is transferable with the property. The abatement of taxes for demolition shall not apply if the structure demolished is a registered Virginia landmark or is determined by the Department of Historic Resources to contribute to the significance of a registered historic district. However, if the Town has an existing tax abatement program for less than 15 years, as of July 1, 2009, the Town may provide for a tax abatement period of not less than five years.

I. Notwithstanding the provisions of this section, the Town may proceed to make repairs and secure the building under § 21-1 hereof, or the locality may proceed to abate or remove a nuisance under § 34-32 hereof. In addition, the Town may exercise such remedies as may exist under the Uniform Statewide Building Code and may exercise such other remedies available under general and special law.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



TO: Town Council

FROM: Waverly Coggsdale, Town Manager *WC*

RE: UBD Expenses (Town)

DATE: August 3, 2011

Agenda Item: 10b Tab 8 August 9, 2011

Following the annual Uncle Billy's Day festival in June of each year, the town staff reports to the Council the costs incurred by the Town. Below is the table showing the current year's costs by department compared with the previous years. Staff is happy to report that the costs are lower than the past years. The Chamber of Commerce did a very nice job of organizing the event and I am sure they will continue their efforts to make the festival better each year. It should be noted that in addition to the costs listed below, the Town also appropriates an annual grant of \$20,000 for festival costs.

Uncle Billy's Day Expense Report -Town funds

	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Administration					
Insurance ¹	\$ 1,073.94	1,038.15	1,406.24	1,355.22	588.00
Portable Toilets ¹	\$ 1,323.75	832.75	832.75	1,082.50	1,083.00
<i>Administration Total:</i>	\$ 2,397.69	1,870.90	2,238.99	2,437.72	1,671.00
Police					
Overtime	\$ 1,285.43	3,769.24	1,620.16	847.00	1,135.00
Meals	\$ 0.00	516.00	240.08	183.60	191.00
<i>Police Total:</i>	\$ 1,285.43	4,285.24	1,860.24	1,030.60	1,326.00
Public Works					
Labor	\$ 3,079.48	4,103.08	3,536.71	4,466.55	4,899.00
Materials	\$ 163.88	1,398.17	562.61	274.47	340.00
<i>Public Works Total:</i>	\$ 3,243.36	5,501.25	4,099.32	4,741.02	5,239.00
Transit					
Salaries	\$ 138.74				
Fuel (Estimated)	\$ 50.72				
<i>Transit Total:</i>	\$ 189.46				
TOWN TOTAL:	\$ 7,115.94	11,657.39	8,198.55	8,209.34	8,236.00

¹ Town's half of the total cost.

Town Council Agenda Form

Agenda Placement: **New Business**

(Public Hearings, Special Presentations, Requests & Communications, Consent, Unfinished, New Business, Closed Session)

Other Action to be Taken: N/A

(N/A; For Information Only; Forward to Planning Commission; Refer to Staff; or Defer Action)

Subject Title: Budget Amendments

Presenter(s): Finance Director **Meeting Date:** August 9, 2011



Packet: Tab 8

RE: Agenda Item: 10c

SUBJECT HIGHLIGHTS:

Attached please find budget amendments for Council's consideration. These budget amendments mainly reflect carryovers from FY2011 with one being a donation to the Town's Police Department.

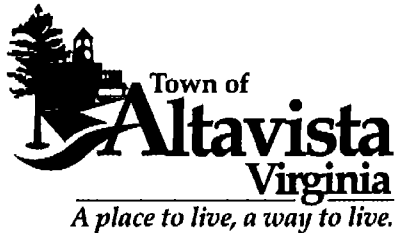
Attachment: Finance Director Memo (Explanation of Amendments) and Budget Amendments

Action(s) requested or suggested motion(s):

Council approve the attached budget amendments.

Possible Action and/or Motion

"I move that the submitted Budget Amendments in the amount of \$682,763 be approved and added to the FY2012 Budget."



TO: Finance Committee

From: Tobie Shelton, Finance Director

RE: Explanations for Budget Amendments, FY 2012

Date: August 2, 2011

The attached budget amendments are presented for your consideration. The amendments, with the exception of one, represent the carryover of funds from FY 2011 for services or items the Town was unable to purchase during the previous fiscal year. I respectfully request your approval for the adjustments to the FY 2012 budget.

General Fund

Administration Department

The requested adjustments in the Administration Department represent carryover funding from FY 2011, for contractual services. These services include work our auditors performed in preparation for FY 2011's audit (\$10,000.00), improvement to enhance the Town's website (\$11,000.00) and lastly, engineering costs associated with capital projects (\$15,000.00).

Police Department

The requested adjustment in the Police Department represents a donation the department received in the amount of \$5,000.00 from BGF to be used towards the purchase of tactical vests.

Non-Departmental

The requested adjustment, in the Non-Departmental budget, represents carry over funding for VDOT TEA21 expenses relating to phase 2 of the streetscape project (\$83,000.00).

Highway Fund

The requested adjustment in the Highway Fund represent carry over funding to be appropriated for the Amherst storm water project and the Broad Street sidewalk project (\$276,363.00).

Enterprise Fund

Water Department

We are requesting a carryover of funding for the replacement of the Staunton River raw water pump that did not get purchased during FY 2011 due to a shortage of metals (\$30,000.00). Project 2 of the downtown infrastructure upgrades began later than anticipated in FY 2011; therefore we are requesting a carryover of funds for that project as well (\$126,900.00). The Water Department was unable to purchase a needed tank that is to be funded through the Fluoride Grant due to it being unavailable for purchase in FY2011 (\$22,500.00).

Wastewater Department

The requested adjustment in the Wastewater Department represents a carryover of funds for Project 2, of the downtown infrastructure upgrades (\$103,000.00). The project began later than anticipated in FY2011.

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration Department		
Contractual Services / Independent Auditor		
010-1101-401.30-10	\$ 10,000.00	
 General Fund		
Transfer In from Reserves		
010-0000-361.01-00		\$ 10,000.00

This will result in a net increase to the budget of \$10,000.00. Funds were carried over from FY 2011 (approved by Council on July 12, 2011) to support the increase in FY 2012's budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration Department		
Contractual Services / IT Network / Website Support		
010-1101-401.30-26	\$ 11,000.00	
 General Fund		
Transfer in from Reserves		
010-0000-361.01-00		\$ 11,000.00

This will result in a net increase to the budget of \$11,000.00. Funds were carried over from FY 2011 (approved by Council on July 12, 2011) to support the increase in FY 2012's budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Administration Department		
Contractual Services / Engineering & Architectural Svcs		
010-1101-401.30-12	\$ 15,000.00	
 General Fund		
Transfer in from Reserves		
010-0000-361.01-00		\$ 15,000.00

This will result in a net increase to the budget of \$15,000.00. Funds were carried over from FY 2011 (approved by Council on July 12, 2011) to support the increase in FY 2012's budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department		
Uniforms/Tactical Vests		
010-3101-501.60-10	\$ 5,000.00	
Police Department		
Miscellaneous / Donations		
010-0000-351.07-00		\$ 5,000.00

This will result in a net increase to the budget of \$5,000.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the General Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Non-Departmental		
Capital Outlay - Replace/Improvements other than building		
010-9103-803.81-30	\$ 83,000.00	
General Fund		
Transfer in from Reserves		
010-0000-361.01-00		\$ 83,000.00

This will result in a net increase to the budget of \$83,000.00. Funds were carried over from FY 2011 (approved by Council on July 12, 2011) to support the increase in FY 2012's budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the Highway Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Highway Fund		
Capital Outlay - New/Improvement other than building		
020-4101-608.82-30	\$ 276,363.00	
Highway Fund		
Highway Revenue		
020-0000-341.07-00		\$ 276,363.00

This will result in a net increase to the budget of \$276,363.00. Funds were carried over from FY 2011 (approved by Council on July 12, 2011) to support the increase in FY 2012's budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the Enterprise Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department		
Capital Outlay - Replace/Machinery and Equipment		
50-5010-701.81-06	\$ 156,900.00	
Wastewater Department		
Capital Outlay - Replace/Machinery and Equipment		
050-5110-702.81-06	\$ 103,000.00	
Enterprise Fund		
Transfer in from Reserves		
050-0000-361.01-00		\$ 259,900.00

This will result in a net increase to the budget of \$259,900.00. Funds were carried over from FY 2011 (approved by Council on July 12, 2011) to support the increase in FY 2012's budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

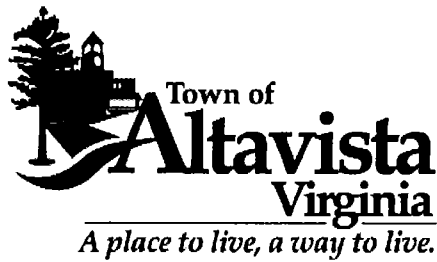
Section 1. To amend the Enterprise Fund, the expenditures are to be changed as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Water Department Fluoride Grant Expenses 050-5001-701.50-94	\$ 22,500.00	
 Water Department Fluoride Grant 050-0000-341.14-00		\$ 22,500.00

This will result in a net increase to the budget of \$22,500.00. Funds were carried over from FY 2011 (approved by Council on July 12, 2011) to support the increase in FY 2012's budget.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 9th day of August, 2012



PROJECT UPDATE – For Month of July 2011

VDOT Enhancement Project and Downtown Utility Replacement Project

- Sewer, Storm and Water are all ahead of schedule.
- Substantial Completion – December 21, 2011
- Final Completion – January 21, 2012
- Contractor feels confident that project can be finished prior to the contract dates.
- Weekly meetings with business/property owners are held at 8:30 a.m. on Tuesdays at Rountrey's Hardware.
- Sidewalk and new curb have been installed on the south side of Campbell Avenue from the alley to Main Street. (This addressed a very high curb to pavement issue.)

Highway Improvement Projects

- Amherst Avenue (9th to Main) and the Broad Street (9th to Railroad) projects are out to bid.

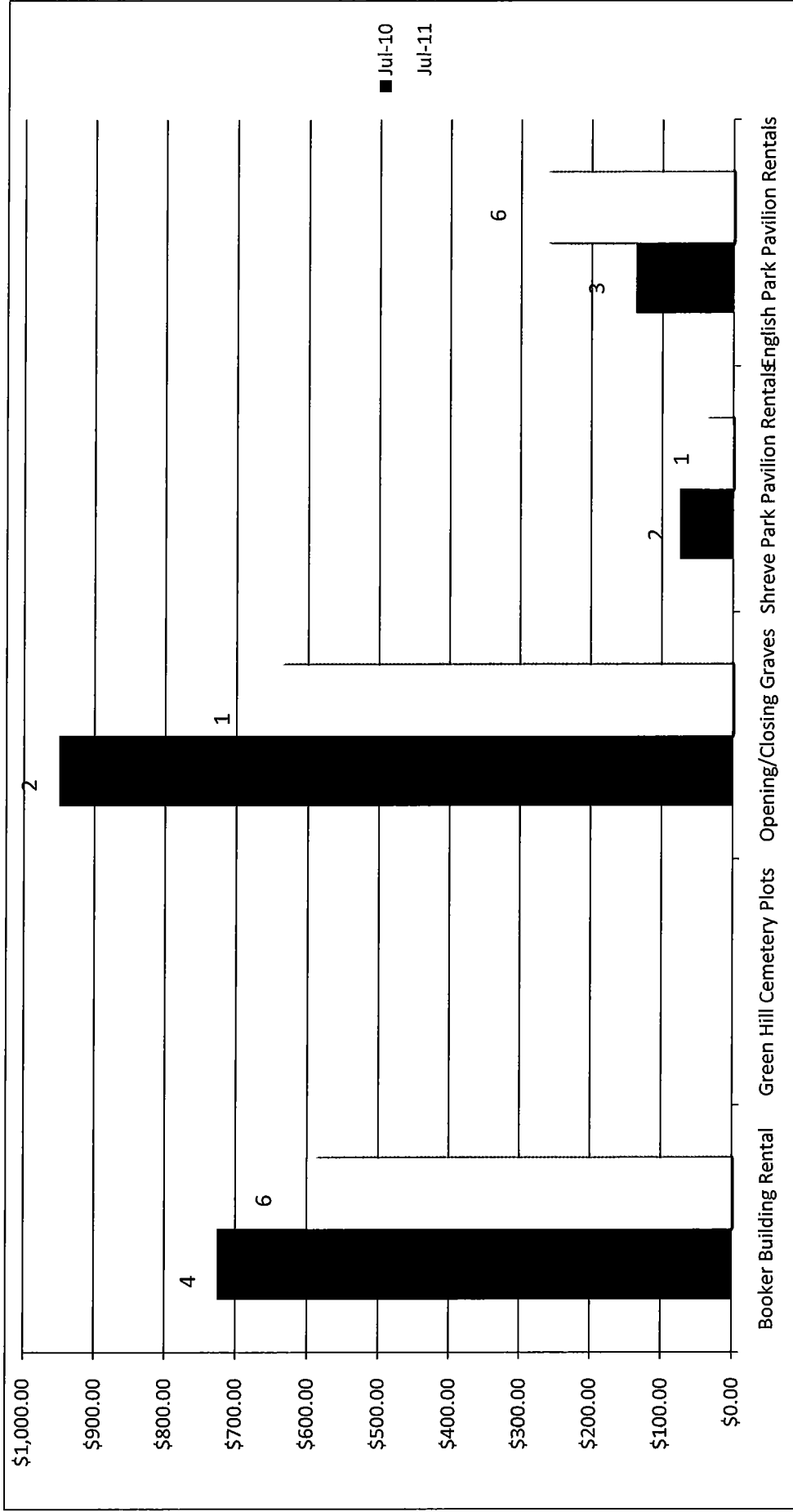
Community Development Block Grant

- Façade Improvements completed
- Streetscape (Gateway Park) completed
- Upper Story Housing
 - Work continues and should be wrapping up this month.
- Marketing
 - Way finding signage installed.
 - Kiosk installed
- Compliance review conducted by DHCD on Friday, June 4th.
- Extension requested and granted until August 11th.

WWTP Emergency Overflow Pond

- Monitoring Well Sampling report has been forwarded to DEQ for their review.
- Second EOP sludge sample has been drawn by the consultant and have been received.
- Mr. Booth has indicated a report is forthcoming.

ADMINISTRATION



Monthly Report to Council

Date: August 9, 2011
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: July 2011 Monthly Report

1. Zoning/Code Related Matters:

3-Jul	037-11	Brad Johnson, 1301 B Main Street	New Sign at Shopping Center/ Food Lion
3-Jul	038-11	Brumfield Construction, 2433 Isaak Walton Rd. Hurt	Addition on rear of home at 1911 Tabby Lane
3-Jul	039-11	Image Brite, Inc Bedford VA	Directional sign for Comfort Inn 1558 Main Street
3-Jul	040-11	Witt Builders, 1225 Wards Road, Altavista	Attached Garage at 103 River Road 24' x 36'
3-Jul	042-11	Granny P's Sweet Shop	New business and internal renovations at 810 Main Street

2. Site Plans Reviewed and/or Approved:

- Final site plan reviewed for Dollar General at 1239 Main Street. Erosion and Sediment now included.

3. Planning Commission (PC) Related:

- No July meeting
- Preliminary work for joint work session for Zoning Ordinance update.

4. AOT Related

- Attended Monthly Board meeting.
- Attended Design Committee parking study meeting and reviewed draft document for Jo.

5. Projects and Administrative Related:

- Updated GIC as needed.
- Began research for Cross Connection Control Ordinance and Program. Met with John Tomlin and Chuck Cofflin regarding this project. Contacted Jeff Wells with VDH.
- Completed sale of three (3) items on Public Surplus, 2 retiring police cars and 1 mower.
- Completed review of monthly bank statements for transfers for payroll.
- Attended Citizen Armory Committee and assisted with draft recommendation to Town Council.
- Drafted nuisance memos for Town Council Consideration.
- Staffed Safety Committee meeting and drafted a survey for Town employees to complete.

- Attended regional managers' luncheon and Region 2000 work session.
- Attended Region 2000 Partnership Annual Report Breakfast, representing Town Manager and Mayor. The breakfast was held at The Center for Advanced Engineering & Research. This facility will benefit the entire region for recruiting industry and I would suggest that any Council member who has the opportunity to visit. It is located at 1173 Research Way, Forest VA. It is just off 460W about a mile past the Sheetz at New London.
- Spoke at the monthly Lion's Club meeting, providing updates for Town projects including ACTS.
- Attended EDA meeting for Town Manager while he was on vacation.
- Attended project update meetings for TEA-21 and also construction meeting.
- Worked on the following ACTS items:
 - Completed June billing for operations
 - Validated daily ridership and revenue for bus system
 - Brochure holders installed at all stops with new brochures
 - Completed online June monthly reporting to DRPT as required
 - Submitted information for a DRPT grant but VA decided not to pursue the grant. This would have paid for electrical upgrades at PW.
- Mailed 2 grass violation notices.
- Update: Sherman Foreman Estate Property- The certified notice sent to Mr. Foreman's son was not accepted and returned to staff on July 19. Based on the Town Code staff must wait 30-days before taking action (August 18th).



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF JULY, 2011

CRIME STATISTICS - July 1, 2011 thru July 31, 2011

Crimes Against Persons

For the Month of July, the Town of Altavista Community experienced 8 incidents or a 300.00 % increase of Crimes Against Persons compared to 2 incidents last year during the same time duration.

- 2 Sexual Assault
- 6 Simple Assault

Property Crimes

For the Month of July, the Town of Altavista Community experienced 26 incidents or a 36.84% increase of Property Crimes compared to 19 incidents last year during the same time duration.

- 1 Breaking & Entering
- 4 Shoplifting
- 1 Theft from Coin Operated Machine
- 11 Theft from Motor Vehicle
- 1 Counterfeiting/Forgery
- 2 Credit Card Fraud
- 1 Stolen Property Offense
- 3 Destruction of Property / Vandalism
- 2 All Other Larcenies

CRIME STATISTICS - January 1, 2011 thru July 31, 2011 Y.T.D.

Year to date, the Town of Altavista experienced 33 incidents or a -19.51 % reduction of Crimes Against Persons compared to 41 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Forcible Rape



- 3 Sexual Assault with Object
- 2 Forcible Fondling/ Indecent Liberties- Child
- 4 Aggravated Assaults
- 22 Simple Assaults

Year to date, the Town of Altavista experienced 105 incidents or a -8.70 % decrease of Property Crimes compared to 115 incidents last year during the same time duration.

- 6 Burglary/ B& E
- 26 Shoplifting
- 7 Theft from Building
- 3 Theft from Coin Operated Machine
- 16 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 12 All other Larcenies
- 2 Motor Vehicle Theft
- 3 Counterfeiting
- 2 False Pretense
- 2 Credit Card Fraud
- 1 Stolen Property Offense
- 24 Destruction/ Vandalisms

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

Month of July 2011, the Town of Altavista Community experienced 34 incidents or 61.9 % increase in Major Crimes compared to 21 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 138 incidents or a -11.5% decrease in Major Crimes compared to 156 incidents last year during the same time duration.

The above statistics depict “Thefts from Motor Vehicles” and “Simple Assaults” as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.



CALLS FOR SERVICE - July 1, 2011 thru July 31, 2011

The Altavista Police Department was dispatched to 417 Calls for Service or a 12% increase compared to 365 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2011 thru July 31, 2011- Y. T. D.

The Altavista Police Department was dispatched to 2452 Calls for Service or a -1% decrease compared to 2485 C. F. S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - July 1, 2011 thru July 31, 2011

The A.P.D. executed 21 criminal arrests or -25.0% decrease compared to 28 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED- January 1, 2011 thru July 31, 2011 Y. T. D.

The A.P.D. executed 136 criminal arrests or -37% decrease compared to 216 criminal arrests executed last year during the same time duration.

TRAFFIC CITATIONS ISSUED - July 1, 2011 thru July 31, 2011

The A.P.D. issued 42 traffic summonses or a 35 % increase compared to 31 traffic summonses issued last year during the same time duration.

TRAFFIC CITATIONS ISSUED - January 1, 2011 thru July 31, 2011 Y. T. D.

The A.P.D. issued 311 traffic summonses or an 18 % increase compared to 264 traffic summonses issued last year during the same time duration.

OFFICER OF THE MONTH – July, 2011

Officer Earhart was the Department's Officer of the month for July 2011. During the past month, Earhart successfully investigated several criminal cases which resulted in the arrest of the perpetrators. In addition, he received a commendation for outstanding professionalism displayed while investigating a complaint of domestic violence. Officer Earhart is responsible for the training and deployment of the department's canine unit. He has performed all of his duties in an excellent manner since his employment with the department.



PERSONNEL TRAINING

Twenty-three (23) hours of training were afforded to police personnel during the month of July 2011. Blocks of instruction pertained to the following subjects: General Traffic Safety Training and legal updates.

INVESTIGATIONS CALL OUT

Detective Penn was called out on six (6) separate occasions to investigate crimes after normal work hours during the month of July.

WHAT'S NEW

The Police Department is currently planning to partner with the Master's Inn to host a Kid's Day at their facility.

The Police Department is partnering with the Campbell County Vocational-Technical Center to host a summer law enforcement program for students in August. We will be providing instructors for this program.

Major Crimes has increased for the month of July, due in large part to the high number of Thefts from Motor Vehicles. However, the Police Department successfully culminated the investigation of the multiple thefts from motor vehicles with the arrests of both perpetrators responsible for the crime spree. Both suspects gave complete statements admitting their involvement and some of the property has been recovered.

Crimes Against Persons has decreased -19.51 % for this year compared to last year during the same time period. Property Crimes has decreased -8.70 % for this year compared to last year during the same time period.

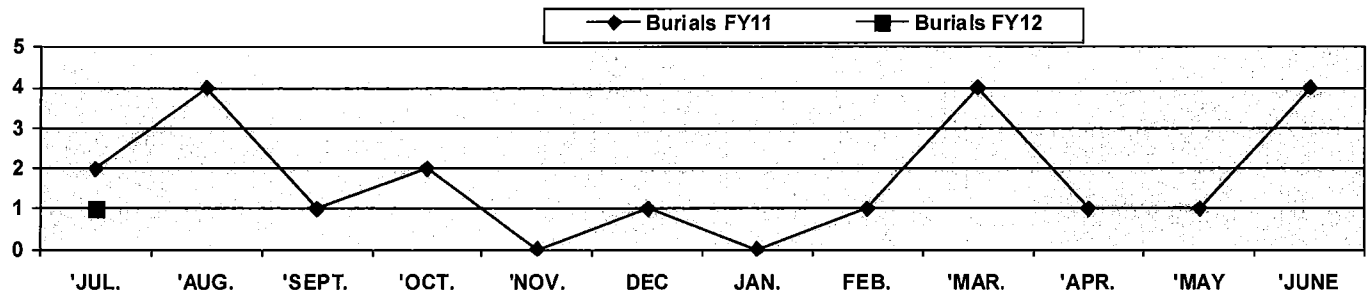
Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

PUBLIC WORKS DEPARTMENT REPORT FOR JULY 2011



CEMETERY

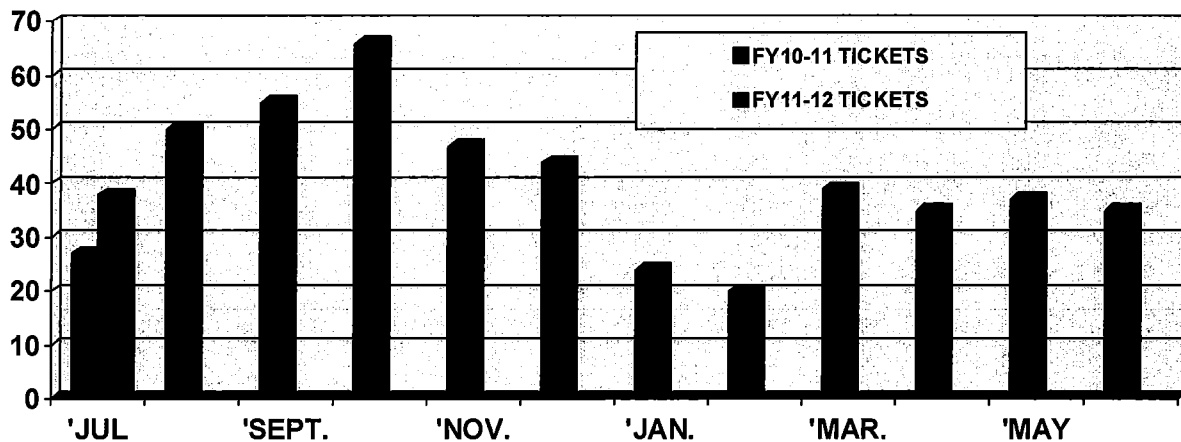
❖ BURIALS: 1



Buildings & Grounds Maintenance

❖ PARKS: Park Duty takes place each and every weekend during this time.

❖ MISS UTILITY TICKETS (38)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 78.56 tons.
- ❖ Total brush stops for the month. (165) Stops
- ❖ Total special pickup tonnage for the month 15.41 tons. (147) Stops
- ❖ Total weekend truck tonnage for the month .55 tons (2) Trucks

SEWER & WATER

- ❖ Sewer (Video): 1311 Melinda Dr. (200')
- ❖ Sewer (Install Cleanout): 1635 Melinda Dr.
- ❖ Sewer (Repair): 208 Ogden Road
- ❖ Sewer (Blockage): 712 10th St., 1635 Melinda Dr., 1400 Bedford Ave., 1309 Amherst Ave.
- ❖ Sewer (Replace): 712 10th St.

Total Linear Footage (Video): 200'

Total Linear Footage (Root Cutting): 0'

Total Linear Footage (Clean): 0'

Total Linear Footage (Blockage): 0'

- ❖ Water (Repair): Shreve Park, WTP
- ❖ Water (Maintenance): Main St. (Streetscape Project), Shreve Park, WTP, 108 Frazier Road, 1301 G Main St. (Peebles)
- ❖ Water (Replace): 100 Forest St. Ext., Shreve Park Irrigation System
- ❖ Water (Misc.): 1720-B Eudora Lane

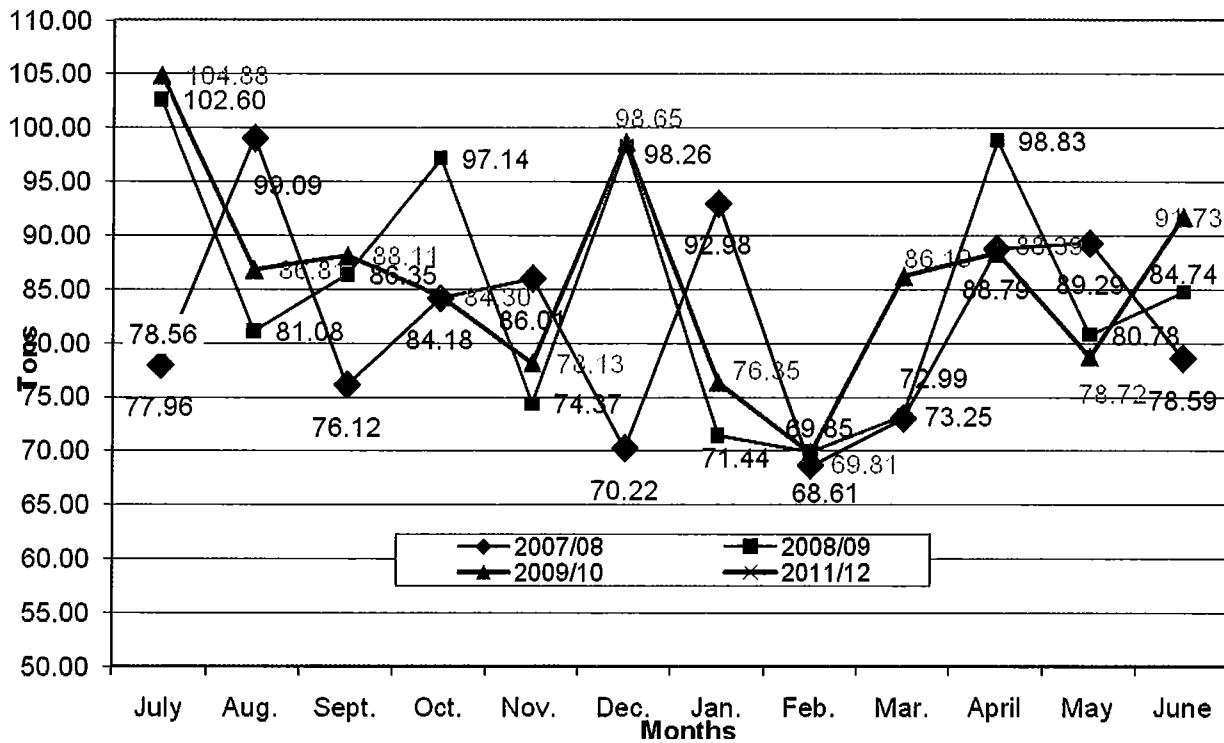
STREET MAINTENANCE

- ❖ Weekly Street Sweeping (49) Miles
- ❖ Stone Tonnage (41.9) Tons – (Woodland Ave. & Park St. & Franklin Ave.)
- ❖ Asphalt Tonnage 7.14) Tons – 11th St., Woodland Ave., Walnut St., Harris St., Main St.)
- ❖ Bags of Litter (67)

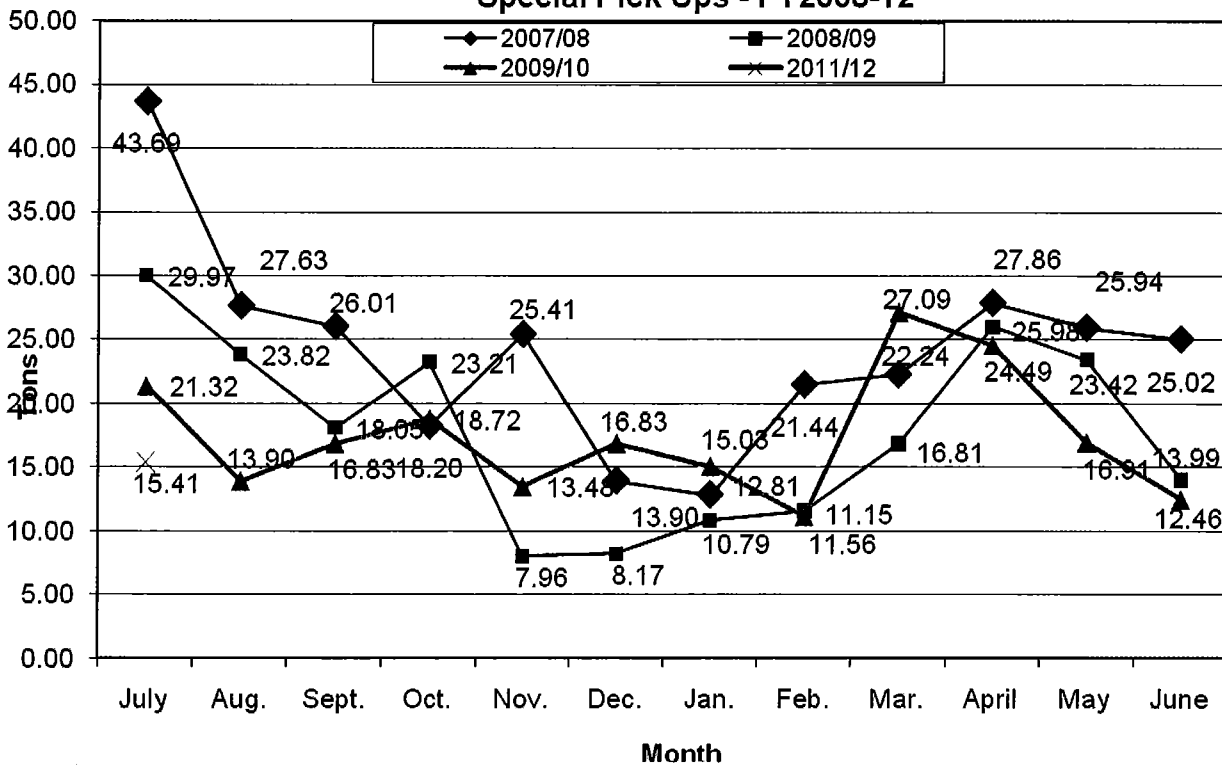
TRAINING

Safety Committee Meeting – Jeff Arthur – Town Hall
The Blindfold Effect – 20 VHS Video
Bandit Chipper VHS Video
Confined Space Entry DVD Video

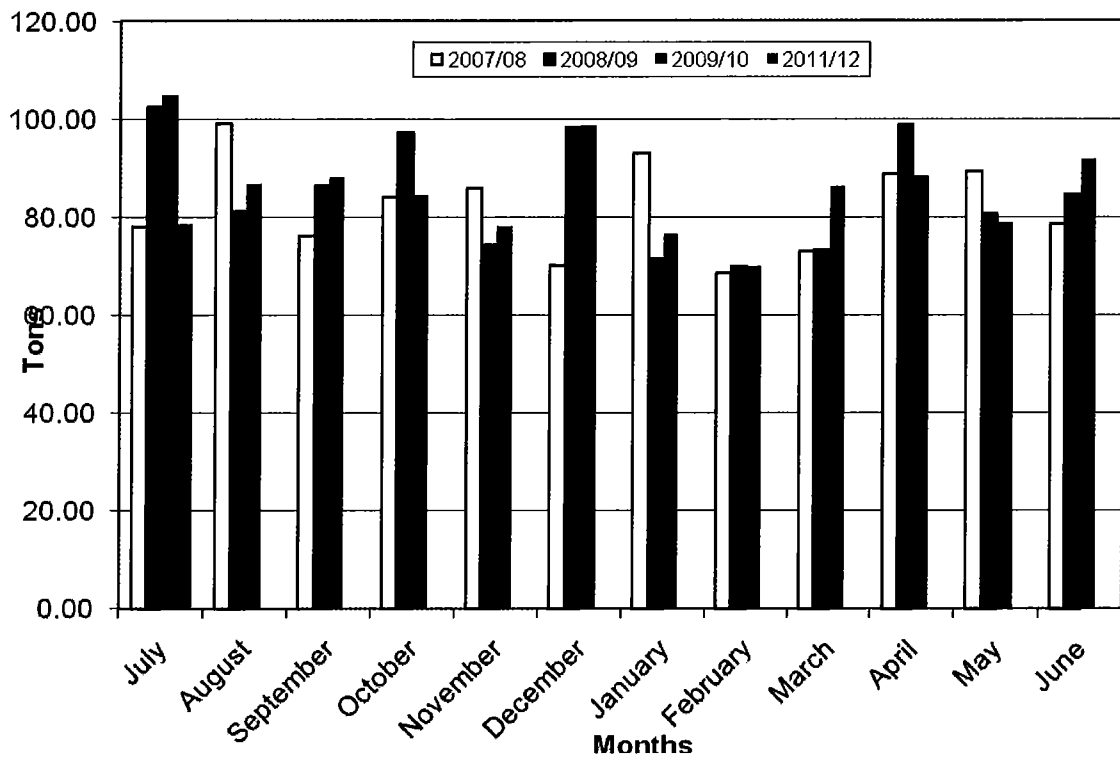
Town of Altavista - Public Works SOLID WASTE DISPOSAL FY2008-12



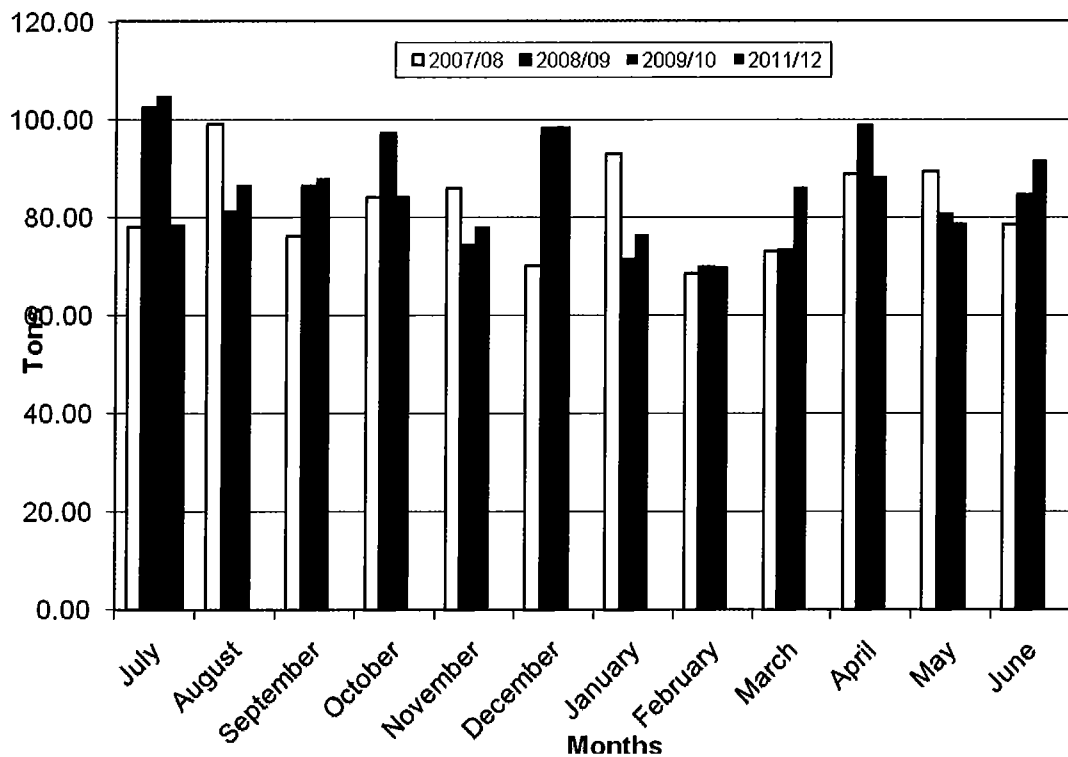
Town of Altavista - Public Works Special Pick Ups - FY2008-12



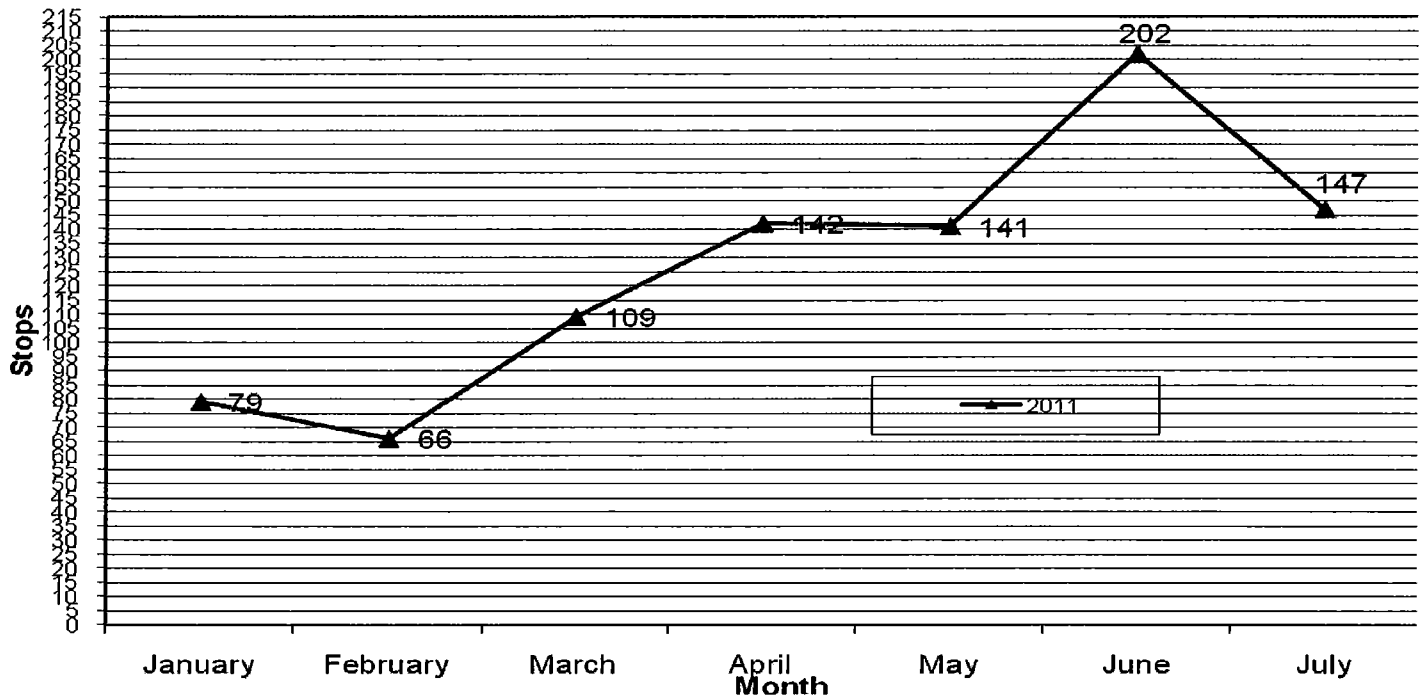
Solid Waste Comparison



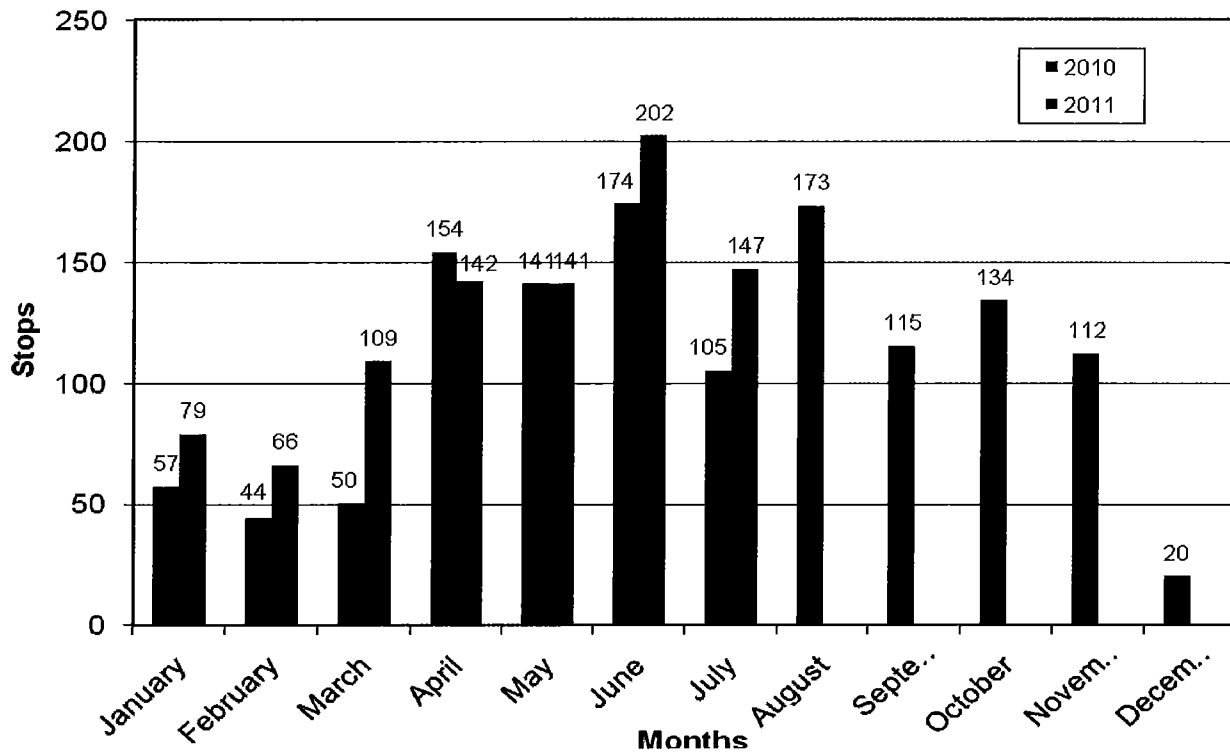
Solid Waste Comparison



Town of Altavista - Public Works Brush Pick Ups



Brush Comparison



WASTEWATER JULY 2011 SUMMARY

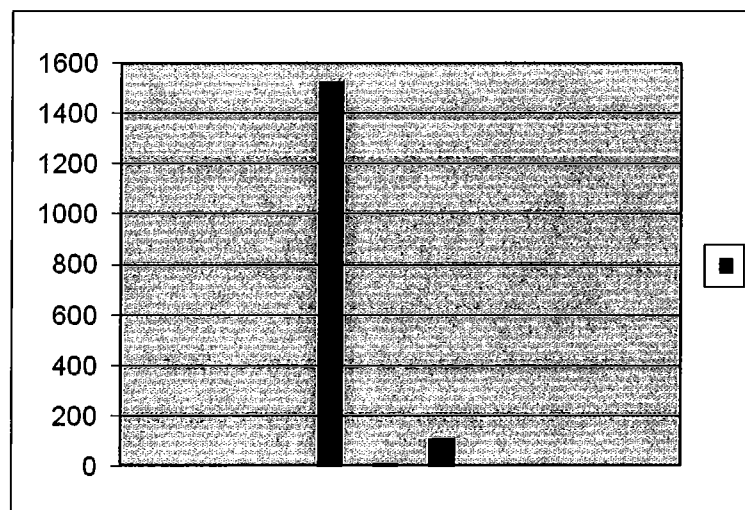
- Repaired air compressor Riverview Pump station
- Lab Inspection conducted by DCLS
- Replaced cable on hoist at Riverview Pump Station
- Replaced floats in wet well at Riverview Pump Station
- Repaired PLC at Riverview Pump Station
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 133 wet tons of sludge processed
- Treated 44.12 million gallons of water

July 2011

1521 Man Hours Worked

6 Sick Leave

102 Vacation Hours



Water Department Report

July, 2011

Water Production:

Water Plant: **40.1** million gallons of raw water treated.

Water Plant: **31.2** million gallons of finished water delivered.

Mcminnis Spring: **8.4** million gallons of finished water treated.

Mcminnis Spring: average 272,000 gallons per day and run time hours 15 a day.

Reynolds Spring: **5.8** million gallons of finished water treated.

Reynolds Spring: average 214,000 gallons per day and run time hours 12 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for July, 2011:

Weekday: 13.7 hrs / day of production

1,436,000 gallons treated / day

Weekends: 9.0 hrs / day of production

1,100,000 gallons treated / day

Special Projects:

- Note: Abbott Labs shutdown from 7-2-2011 until 7-18-2011.
- Lead and Copper samples completed.
- Painting pipe gallery and 1st. floor continues.
- Replaced fluoride pumps and scales at both springs.

Water Plant

- Repaired Clarion Road Tank Gauge a number of times because of lightning.
- Working on lead and copper sampling.
- Replace Alum line and raw caustic line.
- Replaced valve at Mcminnis Spring.
- Replace 1-1/2 water line at plant.
- Tone board out of service for repair at Reynolds Springs.
- Had to go to 3 shifts on the 24th of July due to demand.

Transportation Department Monthly Report

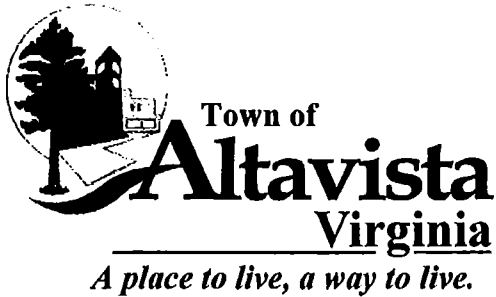
Month	Average Daily		Total Monthly Miles	Total Monthly Revenue
	Total # Riders	Riders		
2010 Dec	139	23	965	0
2011 Jan	391	20	2,961	\$ 232.50
Feb	590	30	3,178	\$ 299.00
Mar	481	21	3,392	\$ 250.00
Apr	495	22	3,109	\$ 240.00
May	551	24	3,085	\$ 269.00
June	1,617 ¹	43 ²	3,313	\$ 340.50
<u>July</u>	<u>1,364</u>	<u>61</u>	<u>3164</u>	<u>\$ 300.00³</u>
Yearly Totals	5,628 ¹	36 ²	23,167	\$1,931.00

NOTE: The annual estimated revenue for ACTS was \$2,000 with a total ridership of 4,000.

¹Includes 550 riders for UBD Shuttle Service

²Does not include the UBD Shuttle Service Riders in Average Daily Riders figure.

³Donation to provide free rides.



P.O. Box 420
510 Seventh Street
Altavista, VA 24517
Phone (434) 369-5001
Fax (434) 369-4369

August 4, 2011

Ms. Ciara Williams
Federal Programs Manager
Local Assistance Division
Commonwealth of Virginia
Department of Transportation
1401 East Broad Street
Richmond, VA 23219-2000

SUBJECT: EN06-162-109, P101,R201,C501 (UPC 81758)
Town of Altavista Downtown Revitalization
Transmittal of Appendix A


Dear Ms. Williams:

Enclosed please find three copies of the revised Appendix A for the subject project, which I have signed on behalf of the Town of Altavista. The Town is very pleased that the Commonwealth Transportation Board has allocated the \$501,000 in Enhancement Program funds.

In late 2010 the Town completed its first phase of a multi-phase Downtown Revitalization project that was made possible through past Enhancement Program funds and is currently underway with the second phase. In addition, the Town is funding utility infrastructure replacements in conjunction with the streetscape improvements. The Town believes that this allocation should fund the rest of the Downtown Revitalization Streetscape project and we hope to have all work completed by the end of 2013. We hope that the Town will be viewed favorably in the future should we decide to apply for future Enhancement Program funds.

We hope our recent improvements are a shining example of the good work that can be accomplished through the partnership of localities and the Virginia Department of Transportation. We would be glad to share photos or information relative to our project as a success story. Once again, thanks for your support.

Sincerely,



J. Waverly Coggsdale, III
Town Manager

Enclosure



COMMONWEALTH of VIRGINIA

Karen Remley, MD, MBA, FAAP
State Health Commissioner

J.Wesley Kleene, PhD, PE
Director, Office of Drinking Water

DEPARTMENT OF HEALTH
OFFICE OF DRINKING WATER

Danville Field Office
August 3, 2011

211 Nor Dan Drive, Suite 1040
Danville, VA 24540
Phone: 434-836-8416
Fax: 434-836-8424

Subject: Campbell County
Town of Altavista
PWSID No. 5031050

Mr. J. Waverly Coggsdale, III, Town Manager
Town of Altavista
P. O. Box 420
Altavista, Virginia 24517

Dear Mr. Coggsdale:

We are in receipt of the lead and copper "first draw" tap sample results for the subject public waterworks located in Campbell County. These results were submitted in accordance with Lead and Copper Rule monitoring requirements of the Virginia *Waterworks Regulations* for the June 1, 2011 through September 30, 2011 monitoring period. A total of 20 sample results was received.

The results of this most recent monitoring are summarized in the table below.

Lead & Copper Results		
Monitoring Period	Lead 90 th Percentile (Action Level: 0.015 mg/L)	Copper 90 th Percentile (Action Level: 1.3 mg/L)
June 1 – September 30, 2011	0.002 mg/L- Passed	0.2 mg/L - Passed

Since the above summarized results indicate lead and copper concentrations below the established Action Levels, your waterworks continues to demonstrate optimized corrosion control. Your next required monitoring will be to collect **20 samples during the June 1 – September 30, 2014 monitoring period**. Please note that all lead and copper "first draw" tap samples must be collected from approved site locations used during previous monitoring periods. If you find it necessary to change any tap sample location not previously approved, the new location should be of the same tier and category as the initial location and written justification must be submitted to this office.

Mr. J. Waverly Coggsdale, III, Town Manager
August 3, 2011
Page Two

Subject: Campbell County
Town of Altavista
PWSID No. 5031050

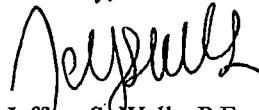
Recent revisions to EPA's Lead and Copper Rule (Federal Register 40 CFR 141.85) indicate that you are now required to notify the occupants of each participating residence of the lead and copper results for that location. In addition, you must provide an explanation of the health effects of lead, list steps consumers can take to reduce exposure to lead in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goal, the action level for lead, and the definitions for these two terms.

Notification to the participating residences must be made by direct mail or hand delivery as soon as practical but no later than 30 days from the date of this letter. This notification must be made to the customers at the sample taps including customers who do not receive water bills. To assist you in meeting this new notification requirement, enclosed is a sample results notification letter and a fact sheet that meets the EPA mandatory requirements.

After notification has been completed, you must complete the enclosed "Lead and Copper Results Delivery Certification" form and return it to us along with a sample of the residence notification. The Certification form and sample copy of the residence notification must be submitted to us within 3 months from the end of the monitoring period or no later than December 30, 2011.

This office remains available to provide assistance to you in complying with the above listed requirements of the Lead and Copper Rule. Should you have any questions, please do not hesitate to contact this office.

Sincerely,



Jeffrey S. Wells, P.E.
Deputy Field Director

JSW:ga

Enclosure

cc: Campbell County Health Department, Attn: Kerry W. Gateley, MD, MPH, CPE, Director
ODW Central



Robert F. McDonnell
Governor

James S. Cheng
Secretary of Commerce
and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

July 28, 2011

Mr. J. Waverly Coggsdale, III
Town Manager
Town of Altavista
Post Office Box 420
Altavista, Virginia 24517

RE: Community Improvement Grant #08-38
Altavista Downtown Revitalization Project
LETTER OF CONDITIONS

Dear Mr. Coggsdale:

This is to inform you that we have determined that your project is substantially complete. Therefore, we are initiating closeout of your Community Development Block Grant contract by identifying the items necessary to administratively close out your project. The Administrative Closeout of this project will be issued upon the proper completion and submittal of the Department of Housing and Community Development's (DHCD) closeout package, which includes:

1. Final Financial Report;
2. Final Construction Report;
3. Final Evaluation Reports;
4. Program Income Report;
5. Program Income Plan;
6. Leverage Report; and
7. Final Drawdown Request (final five percent of administrative costs).

We request that you complete and return these forms within thirty days. The instructions for completing the reports are located on the backside of the reports. Please note that you, as the original contract signatory, must sign the Final Financial Report, the Program Income Report and the Leverage Report. *This is a change in DHCD's requirements.* The other reports may be signed by the Grant Administrator. When above conditions are completed, your grant will be Administratively closed.

Partners for Better Communities



www.dhcd.virginia.gov

Mr. J. Waverly Coggsdale, III
Page 2
July 28, 2011

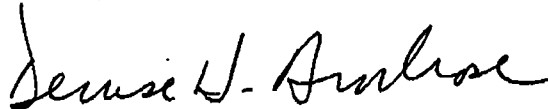
Conditional Closeout of the grant will be based upon clearance of all conditions noted in the letter of Administrative Closeout and submittal of follow-up reports, if necessary.

Final closure of the grant will be conditioned upon the submission of acceptable FY 2011 and 2012 audits and the resolution of any audit findings presented. Any locality receiving less than \$500,000 in total Federal funds (not just CDBG funds) is exempt from the single audit requirement under OMB Circular A-133 and thus is not required to submit a single audit to DHCD. Grantees not subject to the single audit requirements must notify their Community Representative, in writing, of this fact within 30 days of acceptance of their audit. Grantees with populations of 3,500 or more and Towns operating a separate school division must still have their funds audited annually as part of the Code of Virginia audit requirements and submit this audit to DHCD.

Any returned funds should be made payable to "*Treasurer of Virginia.*" The memo line should indicate the grant number and the type of funds being returned e. g.; CDBG returned funds, program income or interest earned. Please mail the check to Ms. Kizmet Alonzo, Fiscal Analyst, at the DHCD Richmond Office.

It has been a pleasure working with the Town on this project. Should you have any questions relating to this matter, please contact your Community Development Specialist, Brad Belo, at (804) 786-1161 or at brad.belo@dhcd.virginia.gov.

Sincerely,



Denise H. Ambrose
Associate Director

Enclosures

cc: W. Scott Breckenridge Smith, Virginia's Region 2000 Local Government Council
Tobie Shelton, Town of Altavista
Brad Belo, DHCD
Roxanne Marr-Shears, DHCD

Memorandum

To: J. Waverly Coggsdale, III

Town Manager

From: John G. Tomlin

Public Works Director

Date: August 3, 2011

Subject: Sewer over flow Amherst Ave.

It was brought to my attention Friday July 29, 2011 around 10:00 a.m., about a possible sewer over flow on Amherst Ave. in the proximity of 12th Street. Upon our arrival, we discovered a manhole in a heavily wooded area over flowing. Staff used our high pressure cleaning / vacuum truck to relieve the blockage from down stream of the over flow. This 8 inch line serves a fairly small residential area (less than 100 homes) with a nursing home and Schrader Bridgeport being the only commercial usage. Normal flow is approximately 30% to 40% of the pipe. On the day the over flow was discovered, there was approximately 5% of the normal flow, flowing through a down stream manhole.

The manhole that was over flowing is adjacent to a small stream / wet weather basin. Due to the dry conditions, there was practically no water in the stream. My best estimate is approximately 19,000 gallons per day. Given the site condition and extreme high temperatures, I would estimate that the over flow occurred for not more than 3 days. The point of the blockage was excavated today and the bell on the pipe was broken due to significant root intrusion. Our records indicate that we have not had any previous problems in this area. This is upstream of the problem area from last year. Staff will continue to monitor this line and place it on a 3 month cleaning schedule. This line from Franklin Ave to where it enters Avondale Park (1800 feet and heavily wooded) will be evaluated to determine if some type of root control is warranted.

The site was cleaned of all solid matter and lime was placed in the spill area. The stream / wet weather basin was flushed by allowing water from a fire hydrants to enter. The area also received heavy rains on evening of Friday July 29th as well Saturday July 30th. The stream / wet weather basin was walked looking for signs of any dead fish and none were found. Water flow in this stream / wet weather basin at this point is so low; it does not appear support fish.

If you require any additional information, please do not hesitate contacting me.